

MADERA COUNTY

CORRECTIONAL RECORDS SPECIALIST I CORRECTIONAL RECORDS SPECIALIST II

DEFINITION

Under supervision (Correctional Records Specialist I) or general supervision (Correctional Records Specialist II), to perform a variety of specialized clerical work in the maintenance and updating of criminal history files and records; to perform the office assistance duties; and to do related work as required.

SUPERVISION EXERCISED

Correctional Records Specialist I

Exercises no supervision.

Correctional Records Specialist II

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Correctional Records Specialist I--This is the entry level in the Correctional Records Specialist class series. This is a specialized job classification for positions assigned to records maintenance and office assistance functions in the Corrections Department records unit. Positions at this level usually perform most of the duties required of the positions at the Correctional Records Specialist II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Correctional Records Specialist II--This is the full journey level in the Correctional Records Specialist class series. Positions at this level are distinguished from the Correctional Records Specialist I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Job assignments require substantial knowledge of Corrections policies and functions, as well as record keeping methods and procedures. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Correctional Records Specialist II level are normally filled by advancement from the Correctional Records Specialist I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Correctional Records Specialist II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Identifies, prepares, maintains, and updates criminal history records; receives, processes, and files Court Minute Orders, records, files, and information; types and proofreads a variety of information cards, forms, and documents including fingerprint cards and correspondence; disseminates bail information and accepts bail-bonds; maintains calendar for court ordered self-commits; corrects booking errors; processes and identifies mug shots; operates applicable computer systems including C.L.E.T.S. to send administrative messages and retrieve information regarding warrants, raps, DMV, and extraditions; processes and disseminates citations and FTA's to Madera County courts and outside county courts; processes booking information and files; prepares files pending transport to/from the statewide prison system and county jails; makes necessary arrangements and preparations for pickups on interstate extraditions; releases County parolees; identifies releases including cites, court orders, and time serves; identifies and interprets sentences and advises Jail Services Operation and Transport; provides identification and notification to INS/U.S. Border Patrol, State Parole and California Department of Corrections, and County Probation; processes extraditions to demanding states; responds to inquiries and requests for information/records over the phone and in person; work with Federal, State, and local law enforcement agents; maintains security of criminal history information; releases information within Federal, State, and local laws, codes, and regulations including State Penal Code regulations; identifies, clarifies, and resolves court order discrepancies; assists Watch Commanders in disseminating criminal history information, interpreting Court Minute Orders, interpreting State Statute Codes, and performing booking procedures; contacts arresting agencies for clarification of legally correct Statutes codes; advises County Probation Officers in interpreting criminal history records for time credits; compares fingerprints for ID, clarity, and for classifiable usage by the Department of Justice and FBI; identifies multiple files through print cards, photos, and rap sheets; identifies aliases and updates the computer system; updates UCR/Statute Codes into DOC booking system; contacts courts and Sheriff's Department for warrants checks; purges photos and criminal history records in accordance with State Statute regulations; maintains and operates modern office equipment including computer equipment; uses a computer to maintain and update records and produce documents, forms, and correspondence including merging information and files and retrieving information from a variety of systems and applications; performs a variety of clerical and office assistance duties including data entry, typing, and filing.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Correctional Records Specialist I

Knowledge of:

Modern office practices, methods, and computer equipment.
Principles and procedures of record keeping.
English usage, spelling, grammar, and punctuation.
Mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.
Type at a rate of 45 words per minute from clear, legible copy.
Enter data at a speed necessary for successful job performance.

Ability to:

Learn the policies, procedures, functions, and regulations of Corrections Department and records functions.
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including those related to records maintenance and information release.
Learn corrections record keeping methods.
Learn to operate the C.L.E.T.S. computer system.
Perform a variety of complex clerical, record maintenance, and office assistance functions.
Assume responsibility for and exercise judgement in a variety of situations, while recognizing scope of authority.
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
Prepare and maintain accurate and complete records.
Respond to requests and inquiries for information regarding Department policies and procedures.
Prepare clear and concise correspondence and reports.
Deal tactfully and courteously with the public and other County staff when providing information about Corrections Department records, policies, and functions.
Work around and supervise inmates.
Adhere to extreme attention to detail in accordance with State Statute regulations.
Understand and follow oral and written instructions.
Maintain confidentiality of sensitive information and data.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible office assistance experience involving records maintenance.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in record keeping and maintenance.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb; exposure to confining work space; availability for shift work including on weekends and holidays; ability to work in the presence of inmates.

Correctional Records Specialist II

In addition to the qualifications for a Correctional Records Specialist I:

Knowledge of:

Policies, procedures, functions, and regulations of Corrections Department and records functions.

Pertinent Federal, State, and local laws, codes, and regulations including those related to records maintenance and information release.

Corrections record keeping methods.

Skill to:

Operate C.L.E.T.S. computer equipment.

Ability to:

Provide information and apply the policies and procedures of the Corrections Department records unit.

Perform the full range of responsible and specialized record keeping and maintenance work independently.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of corrections or law enforcement records maintenance experience comparable to a Correctional Records Specialist I with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in record keeping and maintenance.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb; exposure to confining work space; availability for shift work including on weekends and holidays; ability to work in the presence of inmates.

Effective Date: May, 1995